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## **Community Service Block Grant Recovery Act Local Plan**

Submitted to the  
State of California Community Service Department  
May 11, 2009

On February 17, 2009, President Barack Obama signed into law the American Recovery and Reinvestment Action of 2009 (the Recovery Act). The legislation authorized "supplemental appropriations for job preservation and creation, infrastructure investment, energy efficiency and science, assistance to the unemployed..."

As American's Poverty Fighting Network, Community Action Agencies nationwide were given a primary responsibility to assist those impacted by the recession in addition to our traditional responsibilities for supporting low-income people and convening and collaborating with partners. Specifically, in response to the requirements of the Recovery Act, Community Action Partnership of Sonoma County is charged with developing a local plan for effectively addressing activities under section 674 through 679 of the Federal Community Services Block Grant Act.

In order to carry out these activities last year the Community Action Board of Directors, staff, and partners completed a strategic plan for addressing priority needs in the community. This year with direction from the Board the staff has reviewed community needs through community feedback from over 500 individuals and through key informant interviews.

As a result of this planning, the agency intends to invest in three areas in response to the mandates of the Recovery Act:

- 1) Creation of innovative responses to job development
- 2) Strategic plan implementation activities including infrastructure and new energy projects
- 3) Execution of a response for those impacted by the recession

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We care about the entire community, and we are dedicated to helping people help themselves and each other.**

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Head Start / Early Head Start • Health Services • YouthBuild • Housing Services • Neighborhood & Youth Services

## CSBG Recovery Act Local Plan

*Please refer to your instructions prior to completing the Community Services Block Grant (CSBG) Recovery Act Local Plan.*

### Submit To:

Department of Community Services and Development  
Attention: Community Services Division  
P.O. Box 1947  
Sacramento, CA 95812-1947

### Section I - Agency Information

Agency Community Action Partnership of Sonoma County  
Address 1300 North Dutton Avenue  
City Santa Rosa, CA 95401

### Agency Contact Person Regarding CSBG Recovery Act Local Plan

Contact Person Oscar Chavez  
Title Executive Director  
Phone 707 544 6911  
Fax 707 526 2918  
E-mail Address Ochavez@CAPSonoma.org

### Section II - Certification

- 1 As a part of the efforts to ensure transparency and accountability, the Recovery Act requires Federal agencies and grantees to track and report separately on expenditures from funds made available through the stimulus bill. Please check to acknowledge that your agency is aware of this requirement and has the capacity to track CSBG Recovery Act program activities and expenditures separately from all other CSBG or other funding, including activities and expenditures carried out by delegate agencies and other service providers supported by subcontracts under Recovery Act funding.



The undersigned hereby certify that this agency complies with the requirements of this CSBG Recovery Act Local Plan and the information in this plan is correct and authorized.

 (Vice chair)  
Board Chair

5/8/09  
Date

  
Executive Director

5/8/09  
Date



## CSBG Recovery Act Local Plan

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### Section III - DUNS Number

Provide your agency's Data Universal Numbering System (DUNS) number. If your agency has not registered, do so and provide the number below.

**DUNS Number** 78769312

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### Section IV - CCR Number

Provide your agency's Central Contractor Registration (CCR) number. If your agency has not registered, do so and provide the number below.

**CCR Number** CAGE: 38DY9

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### Section V - Verification of Public Inspection

Provide verification of public inspection of your agency's CSBG Recovery Act Local Plan. Documentation of public inspection must also be provided, (i.e. copy of web page, e-mail blasts, etc.)

**A) Describe how your agency made this Local Plan available for public inspection.**

Staff presented the plan to the Program Committee of the board of directors in a public meeting, for which notice was posted in a public area. Agency posted the local plan on the home page of our Agency web site on 5/8/2009 and made it available on our front desk on 5/8/2009. It will remain available in both places for public inspection until 5/15/2009. We will print and scan a copy of the web page for this notification with our application.

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### Section VI - General Plans

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

**A) Provide a description of Recovery Act projects for purposes of creating and sustaining economic growth and employment opportunities. Include a description of targeted individuals and families; services and activities; and how the services and activities are tailored to the specific needs of the community.**

The recession has significantly impacted the availability of jobs at all economic levels in Sonoma County. Many low-income families have seen their jobs reduced or eliminated. Two major employers in the County, Agilent and Medtronic, announced mass layoffs in the second half of April. We have surveyed low-income people in Sonoma County and nearly ¼ identified job assistance as one of their top five needs. In order to address this need we have a range of responses: \*We are an active part of the WorkForce Investment Board, and have taken an active role in looking at what the barriers and opportunities for jobs are. \*At the present time, based upon discussions with partners, community surveys, and review of other resources, we will focus on short term safety net services, partnerships for job development, and skill enhancement and opportunities. \*We will collaborate with the summer youth employment services to get jobs for youth. \* We will partner to launch a Green Employment – jobs development center. \*We will hire and support a volunteer manager to keep people engaged in the community, getting jobs, and making connections.

**B) Provide a description of the service delivery system for Recovery Act projects for purposes of providing a wide range of innovative services and activities. Include a description of the geographical area served.**

Sonoma County is a largely rural county, with a mixed economy of industry, tourism, and agricultural production. Because of the scattered population center we focus on building strong partnerships and supporting regional approaches throughout the County. We will continue to support this partnership and collaboration approach with the Stimulus funding.



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### **C) Describe how your agency will use Recovery Act funds to meet the short-term and long-term economic and employment needs of individuals, families and communities.**

This is will be a major focus for our use of Recovery Act Funds. We intend to create and retain jobs across our Agency that will focus on providing support for economic and employment needs for families, individuals, and our community. The increased number of people needing these services has outstripped our own and our partners abilities to provide individuals and families with access to public benefits, economic literacy, and access to support services. We will support employment needs through partnering to address employment barriers, and through directly providing affordable childcare, and housing. We will expand our ability to be a partner with the resources of the Work Force Investment Board and with eligibility workers. We will continue to be a voice for public-private partnerships to identify longer term projects to address employability, such as success school.

### **D) Provide a description of how linkages will be developed to fill identified gaps in services. through the provision of information, referrals, case management and follow up consultations.**

One of the primary uses for us of our Recovery Act funding is a short term increase of staff available for the provision of information, making referrals, case management and follow up.

### **E) Provide a description of how Recovery funds will be coordinated with other public and private resources, to avoid duplication and/or supplanting.**

Staff developed the plan for expending funds based on a review of needed community services, and gaps. Community Action Partnership of Sonoma County will use Recovery Act funds alongside of our existing resources to enhance rather than duplicate services. These new staff will be integrated into existing programs working with existing partners.

### **F) Provide a description of how the funds will be used to support innovative community and neighborhood based initiatives related to the purposes of the Recovery Act, which promotes food, housing, health services and employment-related services and activities.**

While we are using our funds for a variety of projects, one of the ones we are looking at is the development of new partnerships related to local food production and the involvement of low-income people and also the development of a "Green" jobs training center. We are also looking at supporting an assistance at our youth center to look at using youth in community development activities.

### **G) Provide a description of the community-needs assessment (which may be coordinated with community-needs assessments conducted for other programs).**

Last year Community Action Partnership of Sonoma County's Board of Directors worked with staff and partners to review the agency's capacity to address all of the critical functions, and to target our next steps to meet our mission. That assessment included review of literature, local studies, feedback from staff.

In addition, Community Action Partnership of Sonoma County conducted an extensive community needs and assets survey as part of our bi-annual process for developing our Community Action Plan. Over 400 participant surveys and 100 surveys from low-income people who are not affiliated with our programs was completed prior to the development of the Recovery Local Action Plan.

In addition the Executive Director and the Deputy Director have made regional visits to conduct key informant interviews on all aspects of the Community Action activities as outlined in sections 674 to 679.

Staff participate in a large range of community provider groups which regularly consider the needs of the low-income community, and non-duplication of services.

This information has been presented to staff and Board members for consideration in development of the Local Action Plan.

### **H ) Provide a description of the service delivery system for benefit enrollment coordination activities for purposes of identifying and enrolling eligible individuals and families in Federal, State, and local benefit programs. Include a description of the geographical area served and a listing of sub-grantees provided the services and service areas.**

We do not sub-grant for benefit coordination activities. Currently staff for benefit enrollment activities is funded through leveraged funds. As part of the community assessment, described above, we conducted regional site visits specifically seeking to find out more about the system for benefit enrollment. Based upon that assessment, and the additional stress from the recession, we have found a significant increase in the need for benefit enrollment coordination. We anticipate using a portion of our CSBG allocation from ARRA to hire a staff person to work with our regional providers and case managers to look for efficiencies and development of an improved system for enrolling individual and families in Federal, State, and local benefit program.



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### J) Describe your education and outreach projects to advertise and market the Recovery Act services and outcomes.

As part of regular activities we are active in a range of partnerships. Since the passage of ARRA our local meeting staff have been talking about the Recovery Act and the Obama Administrations plans since the bill was signed. We are active in outreach to our target community, and they already identify the agency as a key resource. For the new positions that we are creating, we will identify them as "funded by recovery act funds". In our announcement on the web site we identify that this is Recovery Act funding. In addition, Community Action Partnership of Sonoma County will participate in a Cal-Neva led project to market Community Action's role in the recovery.

### Section VII - Energy Coordination

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

### A) Describe how your agency has/will establish a mutual referral service agreement with your local energy provider to ensure that clients receive services that support their progress towards achieving self-sufficiency.

The Recovery Act funding will enable us to increase our partnership with local energy providers, both energy providers and North Coast, the CSD contractor. CAP Sonoma is interested in working with them to improve coordination in Sonoma County to insure adequate linkages to meet the need of low-income families. This will be included in the scope of work for the project manager to be hired under the Recovery Act funding.

### B) Describe the activities your agency will conduct to actively coordinate with the local energy program in employment training and job placement of clients.

Community Action plans for the development of a Green Center to promote jobs in the energy industry or in energy conservation in Sonoma County. Agency is currently working on a solar energy training and job placement program. In addition, as described above we will work to see whether the energy-provider with the CSBG contract for Sonoma County. In addition, as described above, this will be part of the plan for the Project Manager to be funded under this award. We look forward to workign with North Coast Energy to advertise job availability and job training.

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be administered by your agency. For each project or activity, include the following: title, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

#### A.1) Project/Activity #1

<b>Title</b>	Creation of innovative responses to job development
<b>Cost</b>	\$109,788
<b>Est. # of Jobs</b>	<input checked="" type="checkbox"/> Created # 1 paid; 200 volunteer <input checked="" type="checkbox"/> Retained # 1
<b>Description</b>	Includes developing leveraged funds for stipends, coordination with Local Workforce Investment Board projects, participating in the development of a Green Jobs Center. These funds will also enable us to develop a .8 FTE Volunteer Manager, and to leverage funds for a second support staff position to support the use and placement of volunteers, including expanding to cover more of our Head Start program and expanding to include job readiness in the outcomes for volunteers. We have been effective in the past in using volunteer activities for people who are displaced from their work, to find new opportunities through volunteering.

#### A.2) Project/Activity #2

<b>Title</b>	Strategic Plan implementation activities, including infrastructure and new energy projects
<b>Cost</b>	\$213,465
<b>Est. # of Jobs</b>	<input checked="" type="checkbox"/> Created # 3 <input checked="" type="checkbox"/> Retained # 1
<b>Description</b>	Creation of three new positions focused on improving agency efficiency to be able to better work with partners and leverage resources. Includes costs for training on new software and readiness to meet Recovery Act reporting requirements. Also includes solar energy planning and outreach work to make Recovery Act impacts better known.

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### A.3) Project/Activity #3

<b>Title</b>	Execution of a response to assist those impacted by the recession
<b>Cost</b>	\$2,640,661
<b>Est. # of Jobs</b>	<input type="checkbox"/> Created # 3 <span style="margin-left: 100px;"><input checked="" type="checkbox"/> Retained # 1.5</span>
<b>Description</b>	Creation and retention of positions to expand the staff who are available to help families in need to access public benefits, employment services, and to create stable homes situations. Includes funds for direct subsidy of the costs for rental and deposit assistance and partnerships to create sustainable improved access if needed.

### A.4) Project/Activity #4

<b>Title</b>	
<b>Cost</b>	
<b>Est. # of Jobs</b>	<input type="checkbox"/> Created # <span style="margin-left: 100px;"><input type="checkbox"/> Retained #</span>
<b>Description</b>	

### A.5) Project/Activity #5

<b>Title</b>	
<b>Cost</b>	
<b>Est. # of Jobs</b>	<input type="checkbox"/> Created # <span style="margin-left: 100px;"><input type="checkbox"/> Retained #</span>
<b>Description</b>	

*In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be carried out by a delegate agency or other service provider pursuant to a subcontract with Recovery Act funds. For each project or activity include the following: title, subcontractor name, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.*

### B.1) Subcontractor Project/Activity #1

<b>Title</b>	
<b>Subcontractor</b>	
<b>Cost</b>	
<b>Est. # of Jobs</b>	<input type="checkbox"/> Created # <span style="margin-left: 100px;"><input type="checkbox"/> Retained #</span>
<b>Description</b>	

### B.2) Subcontractor Project/Activity #2

<b>Title</b>	
<b>Subcontractor</b>	
<b>Cost</b>	
<b>Est. # of Jobs</b>	<input type="checkbox"/> Created # <span style="margin-left: 100px;"><input type="checkbox"/> Retained #</span>
<b>Description</b>	

### B.3) Subcontractor Project/Activity #3

<b>Title</b>	
<b>Subcontractor</b>	
<b>Cost</b>	
<b>Est. # of Jobs</b>	<input type="checkbox"/> Created # <span style="margin-left: 100px;"><input type="checkbox"/> Retained #</span>

CSBG Recovery Act Local Plan

Description	
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### B.4) Subcontractor Project/Activity #4

<b>Title</b>			
<b>Subcontractor</b>			
<b>Cost</b>			
<b>Est. # of Jobs</b>	<input type="checkbox"/> Created #	<input type="checkbox"/> Retained #	
<b>Description</b>			

### B.5) Subcontractor Project/Activity #5

<b>Title</b>			
<b>Subcontractor</b>			
<b>Cost</b>			
<b>Est. # of Jobs</b>	<input type="checkbox"/> Created #	<input type="checkbox"/> Retained #	
<b>Description</b>			

**B.6) If you specified any project/activity in B.1 – B.5, describe the process you will use to select the above subcontractor(s) to provide services funded in part or totally by the Recovery Act funds.**

*In the section below list all projects or activities that will be funded in part or totally by Recovery Act funds, the applicable National Program Indicator (NPI) and a description of the project or activity.*

**C) Under the regular CSBG program, eligible entities use funds to provide services and activities addressing unemployment, education, better use of available income, housing nutrition, emergency services and/ or health to combat the central causes of poverty. Such services continue to be supportable under the CSBG Recovery Act. *In recognition of the intent of the Recovery Act, agencies are encouraged to support employment related services and activities that create and sustain economic growth.***

<i>NPI</i>	<i>Project or Activity</i>	<i>Description</i>
Low-income people become more self-sufficient: NPI 1.1 Employment; NPI 1.2 Economic Asset Enhancements and Utilization	Volunteer job program. financial literacy classes and IDA savings, green jobs center	Agency plans to use some of the Recover Act funds for the creation of a new .8 FTE volunteer manager position. As described above, the agency has had success in the past with linking volunteers to permanent jobs, and to using volunteer opportunities as job training options. New and retained recovery act funded staff can link low-income people to employment supports. We will also be able to support continuation and extension of linked to low-income people to programs such as the Earned Income Tax Credit and the Individual Development account program.
The conditions in which low-income people live are improved; NPI 2.2 Community Quality of Life and Assets.Economic Asset Enhancements and Utilization	Youth Development program community projects	Support Recovery and CSBG mandates by supporting an Activity Aide in an economically depressed neighborhood to involve youth in community improvement projects and to preserve the quality of community life.
Low-income people own a stake in their community; NPI 3.1 Civic Engagement and volunteer hours	Volunteer engagement project	Support a volunteer program that enhances volunteer engagement and outreach to the low-income community.
Partnerships among supporters and providers of services to low-income people are achieved: NPI 4.1 Expanding Opportunities through Community-Wide Partnerships	Staff are active in partnerships	Sustainability of the projects and non duplication will be supported through staff participation in partnerships and community training.



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Agencies increase their capacity to achieve results; NPI 5.1 Broadening Resource Base	Strategic Plan goals are implemented	Agency will implement capacity building projects to meet the needs of the Agency to administer programs to benefit the low income community in a sustainable and cost effective manner and to promote quality programming. The agency also includes several innovative project "seed" activities for expanding capacity or learning more about reducing long-term energy costs. Project range from Human Resource projects to data management and financial system training and redesign. The improvements will enable the agency to reduce costs and
Low-income people, especially vulnerabel populations, achieve their potential by strengthening family and other supportive environments.	Increased staff to address increased need from the recession	In response to the urgent community need for safety net services, Community Action Partnership of Sonoma County will hire or retain staff with expertise in public benefits, outreach, budgeting, and case management. This will enable us to more effectively link low-income people with critical supports. We will also fund the expenses associated with transitional shelter for low-income homeless women and children to stabilize their living situation.

## CSBG Recovery Act Local Plan

### **D) Provide a description of planned infrastructure investments, the purpose, total cost and the rationale for funding the infrastructure investment with funds made available under the Recovery Act. (Capital Improvements are not allowable costs per P.L. 105-285 Sec. 678F)**

Agency will use the opportunity provided under the stimulus plan to create an ongoing improvement in our ability to leverage resources through an investment in new integrated software for tracking expenses, monitoring employees, enlisting volunteers, and leveraging private sector contributions. Capital improvement will be funded from other sources.

### **E) Will your agency use a portion or all the Recovery Act funds for administrative costs? Check the appropriate box.**

☒ Yes, our agency will use a PORTION of the Recovery Act funds for administrative costs.

☐ Yes, our agency will use ALL of the Recovery Act funds for administrative costs.

☐ No, our agency will NOT use any of the Recovery Act funds for administrative costs.

### **E.1) If you checked one of the "YES" boxes in E, explain how the funds allocated to administrative costs will be tracked to a measurable outcome.**

Agency is allocating costs to measurable outcomes in direct proportion to the use of direct funds to support those outcomes.

## **Section IX - Required Disclosures**

*For each question in this section, disclose any unresolved findings and/or recommendations, or any legal proceedings.*

### **A) List all non-CSD funded programs administered by the agency within the past three (3) years that have unresolved findings and/or recommendations or have been terminated as a result of deficiencies.**

There are no unresolved findings or recommendations on any programs in the past three years. The agency has had one contract which was not renewed for underperformance, on the coordination of alcohol ordinances. We were unable to adequately staff for the program.

### **B) List all legal proceedings the agency is currently involved in or has been in the past three (3) years. Include a brief description of the proceeding and the outcome. If the proceeding is currently, active provide the status.**

The agency received a Petition for Penalty in regard to a workers compensation claim in 2008.

## **Section X - Barriers**

*For each question in this section, provide information on potential barriers to your agency's success.*

### **A) Identify any barriers that your agency feels it may face in meeting the requirements of the Recovery Act (i.e., subcontracting, staffing, workforce development, compliance with reporting, performance).**

Our primary concern has been the ability to comply with a ten day reporting requirement, which is why we are proposing to use funds from this and other stimulus funding we are applying for to invest in new fiscal procedures, data migration, and training.



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*Link to plan*

Recovery Act Local Plan

Year 2 Capacity Building Grant



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